



**Tennessee Department of Environment and Conservation  
Office of External Affairs  
Communications Officer  
Annual Salary Range: \$48,948 – 88,116**

**About the Tennessee Department of Environment and Conservation (TDEC)**

The department is responsible for:

- safeguarding the health and safety of Tennessee citizens from environmental hazards;
- protecting and improving the quality of Tennessee's land, air, and water; and
- managing the Tennessee State Parks system and 82 Natural Areas.

TDEC has 2,900 employees working across Tennessee supported by a total budget of more than \$300 million with funding from dedicated fees and state parks revenue, federal sources, and the state general fund. The department is the chief environmental and natural resource regulatory agency in Tennessee with delegated responsibility from the U.S. EPA to regulate sources of air pollution, radiological health issues, solid and hazardous waste, underground storage tanks, water pollution, water supply, and groundwater pollution. TDEC has eight (8) regional offices across the state serving as the primary point of contact for their respective regions. The department offers a program of grants and loans to assist local communities with the development and maintenance of drinking water and wastewater infrastructure as well as solid waste disposal, waste prevention, plus programs for recycling and local parks. Particular emphasis is placed on front-end environmental education; strong, effective enforcement; and promoting sustainable practices by individuals, communities and organizations.

**Summary & Distinguishing Features**

The Communications Officer is an Executive Service position in the Office of External Affairs that supports the department's education and outreach mission through effective communications with the media, video production and social media communications. The Communications Officer reports to the Director of Communications. The position is located in Nashville, TN at TDEC's Central Office. Minimal travel may be required.

**Duties and Responsibilities**

The Communication's Officer's primary responsibilities include:

- Coordinate and deliver timely, accurate and understandable information to the public through the media
- Shoot and edit video for both internal and external audiences
- Write press releases, advisories and other public communications
- Event coordination
- Maintaining the media call and press release database and sending weekly updates

- Provide communications support at public meetings and hearings
- Assist with special project

Additional responsibilities include:

- Coordinate a weekly report that tracks media inquiries, responses and outreach
- Support department's use of social media in coordination with the Communications Director and Director of Digital Media and Publications
- Build and manage a new department Facebook page that incorporates divisions across the department
- Produce monthly internal newsletter

**Candidates should also be able to demonstrate success in the following areas:**

- Effective oral and written communication skills; ability to present complex topics effectively in a concise manner
- Effective interpersonal skills dealing with people at various levels within the organization, as well as, external stakeholders, primarily, but not limited to, the media
- Ability to stay in front of new and emerging technology
- High energy capacity and bias for action
- Extremely organized
- Adaptability and resilience

### **Qualifications**

Qualified candidates should possess a Bachelor degree in Communications, Journalism, Public Relations, Government Affairs or related experience.

All interested candidates should submit a resume to Beth Smith, TDEC Director of Talent Management. Questions can be addressed to Beth Smith at (615) 253-5907 or email: [TDEC.Careers@tn.gov](mailto:TDEC.Careers@tn.gov).

### **Beth Smith, Director of Talent Management**

Tennessee Department of Environment and Conservation  
William R. Snodgrass Tennessee Tower  
312 Rosa L. Parks, 2<sup>nd</sup> Floor  
Nashville, TN 37243

TDEC is an AA/EEO/ADA employer.